

**COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION  
BUREAU OF INSURANCE**

**ANNUAL LICENSE RENEWAL CHECKLIST FOR COMPANIES LICENSED AS  
INSURANCE PREMIUM FINANCE COMPANIES**

In connection with the renewal of your Virginia license, the items listed below **must** be filed with this office no later than March 1, 2005.

- **An Application Renewal Form** to request renewal of the license.
- **A check for \$200.00** made payable to the Treasurer of Virginia. Please mail in check attached to the Notice Form.
- **An Annual Statement** made to the State Corporation Commission Bureau of Insurance in accordance with 14 VAC 5-390-60 of the Virginia Administrative Code.

The forms are in PDF Format and may be completed on your computer. The Annual Statement is also available in WORD Format. A hardcopy of the completed forms must be filed. Electronic filing of the forms will not be accepted. All items filed should include the Company Code.

**Failure to make the required submissions to the Bureau of Insurance by March 1, 2005 may subject the company to regulatory action as provided in the Code of Virginia.**

Please direct correspondence to Henry Harris, Insurance Senior Financial Analyst at the address on the Notice, and any questions to (804) 371-9281.

**COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION  
BUREAU OF INSURANCE**

**APPLICATION FOR RENEWAL OF LICENSE IN VIRGINIA  
YEAR BEGINNING JULY 1, 2005**

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Federal Employer Identification Number

\_\_\_\_\_  
(Full and Exact Corporate Name of Premium Finance)

\_\_\_\_\_  
(Corporate Office Address)

\_\_\_\_\_  
(Executive or Administrative Office Mailing Address)

organized under the laws of \_\_\_\_\_ hereby certifies that it is in compliance with the applicable laws of the Commonwealth of Virginia. Said company hereby applies for renewal of its license to transact in the Commonwealth of Virginia the business of insurance premium finance for which it was licensed as of the year ending June 30, 2005. Said company further certifies that it is duly authorized to transact in its state of domicile the business of insurance premium finance for which it hereby makes application.

Dated at \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

(Company Seal)

\_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Title)

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

(Notary Seal)

\_\_\_\_\_  
(Notary Public)

My Commission expires: \_\_\_\_\_

**COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION  
BUREAU OF INSURANCE**

**NOTICE TO PREMIUM FINANCE COMPANIES**

ANNUAL LICENSE FEE FOR THE FISCAL YEAR BEGINNING JULY 1, 2005  
(§ 38.2-4703 CODE OF VIRGINIA)

LICENSE NO. \_\_\_\_\_ **DUE AND MUST BE PAID ON OR BEFORE MARCH 1, 2005 -  
\$200**

**MAKE CHECK PAYABLE TO TREASURER OF VIRGINIA  
AND SEND IT WITH THIS NOTICE TO:**

COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION  
BUREAU OF INSURANCE  
P.O. BOX 1157  
RICHMOND, VIRGINIA 23218

**SUBMISSIONS MADE BY COURIER  
MAY BE SENT TO:**

SCC-BUREAU OF INSURANCE  
FINANCIAL REGULATORY DIVISION  
1ST FLOOR MAIL ROOM  
1300 E. MAIN STREET  
RICHMOND, VIRGINIA 23219